



## **Office 365 SharePoint – End User**

### **Course Description:**

This course will familiarise users with SharePoint and how it can help them in a collaborative working environment. They will be able to work with SharePoint apps / add-ins such as lists and libraries. Users will learn how to customise apps to meet personal needs with metadata and create views to arrange items of information. They will learn how to connect certain lists and libraries to Microsoft Outlook and know when to Check in / Check out, or use Live Co-authoring

### **Prerequisites:**

A basic understanding of Windows 7 or higher. Experience using Internet Explorer 11 or equivalent browser. Fundamental experience with Office 365 is essential, including Log in and navigation around the service. A basic knowledge of Office applications (Word, Excel, Outlook).

### **Course Content:**

#### Module 1 - Understand SharePoint:

- Introducing Office 365 and SharePoint Online.
- Understand differences between SharePoint, OneDrive and Teams
- Logging into SharePoint Online
- SharePoint information structure and The SharePoint environment
- SharePoint Settings Visit personal site – One Drive and personal profile

#### Module 2 - SharePoint Document Library Apps:

- Working with SharePoint library apps
- The library app interface
- Working with documents
- Document item menu
- The site recycle bin
- Version History – Overview

#### Module 3 - SharePoint Apps:

- What is a SharePoint app?
- Add SharePoint apps
- The List App interface



- SharePoint list apps
- Introducing list items
- Use the quick edit function

#### Module 4 - Manage Items:

- Metadata & Columns
- Working with views
- Creating new views
- Managing and editing views
- Grouping
- Sorting
- Using Filters

#### Module 5 - Manage Content:

- Document Collaboration and co-authoring
- Check out / check in a document
- Version History – Restore and View
- Using Alerts
- Connect information to Outlook – Contacts, Calendars, Tasks (Classic View)
- Sync Contacts from Outlook back to SharePoint
- Sync a SharePoint library to your local PC (via OneDrive)

#### Module 6 - Discover Information:

- Search
- Delve
- Update your personal site – One Drive, personal profile, newsfeed & alerts